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10 September 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM: John M. Ray
Director of LogisticsSUBJECT: Report of Significant Logistics Activities for
the Period Ending 9 September 1986 []

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1. Events of Major Interest That Have Occurred During the
Preceding Week:

* a. The Office of Logistics (OL) reports that the contractor hired to install the new Office of Information Technology (OIT) secure telephone grid has proposed cable pulls in the DCI's garage for 6 October through 31 October. OIT will coordinate this effort with the DCI's security officer. []

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b. OL reports that the contract to reroof sections of the first floor roof at the Headquarters building is 99 percent complete. Roofing began on 17 February and is scheduled to be completed this week. Allied has been tasked to repair and paint the first floor ceiling in the South Concourse which was damaged during the reroofing. []

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* c. Due to the inclement weather, the DDCI's tour of the New Headquarters Building scheduled for 8 September was rescheduled for 6 October. []

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* d. On 8 September a technical representative from OL attended the Fine Arts Commission (FAC) meeting. OL will continue to have representation until completion of the New Headquarters Building (NHB). In order to further communications on the NHB, a briefing has been prepared outlining specific areas of interest to the Commission. The briefing was moved to 20 October due to the full agenda on 8 September. []

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f. OL reports that seven of the eight Uninterruptible Power Supply (UPS) systems have been factory tested at the manufacturer's facility in Raleigh, North Carolina. Installation of the UPS systems is continuing in the New Headquarters Building with the last system scheduled for testing in late September. When the eight systems are installed, critical power will be provided for fifteen minutes during a power outage. []

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* g. The curb replacement work on the Headquarters compound is scheduled for completion this fall. OL reports that several curbs will be reworked to provide for proper handicap access around the compound. []

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* h. OL reports that installation of the exterior drywall and inner wall windows on the North Tower of the New Headquarters Building (NHB) is approximately 90% complete. Installation of the curtain wall glass is scheduled to begin in late September on the North Tower and, once completed, will provide necessary weather protection. After the North Tower is weather-protected, installation [] will begin on the exterior drywall. []

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* i. On 9 September, representatives from OL met with Dewberry and Davis, the architects for the Routes 123/193 redesign. The purpose of the meeting was to provide a general background briefing of the project, the architect's perspective on this project, the specific design of a visual barrier separating Route 193 from Section 7 of the Evermay community, and to decide on a date and time to brief the Evermay community. The Evermay briefing will precede what is scheduled to be the final meeting of the Traffic Advisory Committee. []

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* j. OL reports that construction for the new Security Control Center at the George Washington Memorial Parkway is scheduled to begin on 18 September. There will be no traffic impact for the first six weeks. The Route 123 Security Control Center is planned for completion by the end of October. Resurfacing of the north lot will begin 15 September and continue in three phases, ending in November. []

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k. On 12 September, a representative from OL will provide a tour of the New Headquarters Building for senior managers from the Office of Information Technology. []

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1. A large printing job in support of the Office of Personnel's announcement of the Tuition Assistance Program for overseas career candidates was completed by OL. The job consisting of posters, applicant forms, flyers, handouts, business letters, and a brochure totalled over 30,000 pieces.

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* m. On 11 September, OL will disseminate the booklet entitled "With the Fighting Sixty-Ninth: Donovan in World War I". The booklet is a pictorial commemoration of the ceremony and exhibit honoring William J. Donovan. The original request for 300 copies of this 23 page, six-color, publication has been increased to 10,000 copies.

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q. On 4 September, OL received an immediate request for the duplication of 1,200 copies of the videotape "CIA and Its People." These tapes are needed for distribution by the Public Affairs Office to recruiters throughout the United States, a large number of whom will be attending a seminar at Headquarters from 8 through 10 September. The contractor was notified immediately, the order placed, and delivery confirmed for 9 September.

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r. OL received an immediate request from the Intelligence Community Staff for the purchase of a 1986 Oldsmobile Delta 88 Royale Brougham Sedan for their Director. The dealer was contacted and the vehicle was picked up on 8 September.

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s. On 29 August, OL received revised proposals from Hiebert, Bristen Office Concepts/American Seating, and Haworth for RFP 86D014 which will provide systems furniture [redacted] for the Office of Development and Engineering, and Foreign Broadcast Information Service. The revised proposals were evaluated and it was determined that Bristen Office Concepts/American Seating would be awarded the requirements contract with a total estimated price of \$2.1 million. The case was presented before the Board on 2 September and approval was received on 3 September. Issuance of the first delivery order is targeted for 11 September with delivery by 11 December. [redacted]

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u. Seven hundred copies of the Logistics Yellow Pages are being distributed throughout the Agency to help components know where and who to contact for Logistical support. [redacted]

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* v. OL attended a meeting held on 4 September with the Deputy Assistant Secretary for Operations at the State Department to discuss the State Department's role in various aspects of the Plain Text Processing Equipment Program (PTPE). A follow-on meeting is scheduled with State Department personnel involved with supply, transportation, and procurement matters. [redacted]

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* w. In support of the PTPE program, OL provided final drawings for the first 38,000 square-foot section of [redacted] to prospective bidders on 9 September. The contract award for construction is scheduled for 16 September. [redacted]

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cc. OL processed requisitions totaling \$353,000 for the Office of Information Technology for the procurement of software that is required for the new Computer Software Store scheduled to open in the Headquarters Building. (AIUO)

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2. Significant Events Anticipated During the Coming Week:

OL will conduct the second running of the Wage Grade
Midcareer course 15 through 22 September [redacted]

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John M. Ray

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